



**dakōta county**regional  
CHAMBER OF COMMERCE

# POSITION PROFILE

## President

# HOW TO APPLY

Submit confidential cover letter, resumé, salary history and requirements electronically to:

Dakota County Regional Chamber  
President Search Committee  
[info@dowellmgmt.com](mailto:info@dowellmgmt.com)

Direct any questions to:  
Larry Dowell  
651.221.0852  
[larry@dowellmgmt.com](mailto:larry@dowellmgmt.com)

**Deadline: September 15, 2017**

## REFERENCES AND BACKGROUND INFORMATION

It is the Dakota County Regional Chamber's policy to complete an extensive background and reference check of candidates. Once strong mutual interest has been established, candidates are asked to provide a list of references that should include, but not be limited to, a supervisor, a peer, and a subordinate, when applicable. The Dakota County Regional Chamber will respect the issue of confidentiality and will conduct the reference checks accordingly. Candidates will be asked to sign an Authorization to Release Information for the purpose of background investigation, which may include verification of education, credit check, criminal and driving records.

Should an offer be extended prior to the completion of these checks, the offer will be made contingent on the successful completion of the reference and background checks. The Dakota County Regional Chamber will keep candidates informed on the status of these inquiries.

## CONFIDENTIALITY/EQUALITY STATEMENT

We fully respect the need for confidentiality of information supplied by interested parties and assure them that their background and interest will not be discussed with anyone outside the search committee without their prior consent, nor will reference checks be made until mutual interest has been established. The Dakota County Regional Chamber firmly represents the principles and philosophy of equal opportunity for all individuals, regardless of race, gender, sexual orientation, age, creed, disability or national origin.

To learn more about the Chamber visit [DCRChamber.com](http://DCRChamber.com).

## ORGANIZATIONAL BACKGROUND

The Dakota County Regional Chamber of Commerce (DCR) is committed to building a stronger regional business community. We steadfastly serve the cities of Eagan, Farmington, Lilydale, Mendota, Mendota Heights, Rosemount, Sunfish Lake, and West St. Paul, along with Castle Rock, Empire, Eureka, and Hampton Townships. DCR is celebrating its 60th anniversary in 2017 and currently has approximately 500 members.

Always innovative, DCR unites the business community to improve members' success through advocating public policy, providing networking and professional development opportunities, and encouraging economic development. Dakota County enjoys a robust and vibrant business climate. The workforce is highly educated and diverse. Each business community in the DCR marketplace is unique and prosperous. We have communities that are considered inner-ring suburbs, second-ring suburbs, green field development areas, and even main streets under redevelopment. Our communities, whether engaged in development or redevelopment, are practicing strategic planned growth to foster economic assets for the future. As the area's premier business organization, DCR is committed to supporting the business community by providing a unified voice for our members at the local, state and federal levels on issues of importance to members' businesses.

Major programs and services include:

- Business Excellence Awards
- The Women's Conference and Circle
- Small Business Week
- Annual Golf Classic
- Candidate Forums
- Business Owners Roundtable
- Good Day Dakota County
- Emerging Leaders
- Peer2Peer Roundtable
- Charitable Foundation
- Political Action Committee

## MISSION

Dakota County Regional Chamber of Commerce is the influential voice to champion economic growth for business.



# Duties & Responsibilities

## Position: President

The president reports directly to the chair of the board. They are the chief executive and administrative officer of both the DCR Chamber and the DCR Chamber Foundation responsible for the implementation of Board decided policies and management of related activities. The president is chiefly responsible for maintaining a public presence for the organization and advising members on topics of interest. They are responsible for Chamber staff and are the primary contact person for the organization, accountable for the development and implementation of an aggressive agenda that serves the regional business community.

### Responsibilities:

#### 1. Organization Management, Administration and Finance

- Develop draft budgets for Board review and approval.
- Develop and execute Plan of Work to achieve annual goals.
- Administrate Finance/Executive Committee.
- Review financial statements with Board regularly, including comparison to budget and prior year while ensuring sound financial management practices.
- Be responsible for staff management, hiring, training, review and development.
- Update and maintain operational documents such as Bylaws, personnel policies, etc.
- Oversee office management including equipment, supplies, and staff scheduling.
- Ensure organizational structure is functional.
- Serve as a communication hub that links all Chamber business councils, committees and programs.
- Work with CPA to conduct annual audit or review.

#### 2. Membership Development

- Responsible for growth objectives.
- Ensure strong member retention through new member orientation and involvement programs.
- Recruit new members .

#### 3. Business Advocacy

- Solicit, develop and coordinate grassroots action on business issues.
- Identify and educate members on key issues that affect their businesses.
- Advocate for businesses.
- Communicate actions to media.
- Serve as the key contact with local and regional officials.

#### 4. Volunteer and Community Relations

- Build trust and loyalty with members.
- Provide support for volunteer ideas and initiatives in alignment with the Chamber mission.
- Motivate members to get involved and take on leadership positions within the Chamber.
- Ensure volunteers receive top-notch training and support to carry out their role.
- Strive to develop a better public understanding of the Chamber and its purpose.
- Stay connected with other organizations that have common goals for the community.
- Serve as a liaison to community groups when appropriate as deemed by the Board.

# Requirements & Qualifications



## Requirements and Qualifications:

- College degree or equivalent.
- Excellent oral and written communication skills, computer skills and organizational skills; strong public speaker.
- Proficient in a variety of current technologies.
- Ability to motivate and manage staff and volunteers.
- Ability to handle multiple tasks simultaneously and respond to organization needs in prompt and timely fashion.
- Chamber of commerce or association executive experience preferred.
- Possesses knowledge of and embraces the communities of Dakota County, the Twin Cities, and the chamber industry.

## Other Requirements:

- This is an exempt, full-time position. It does require time outside an 8:00-4:30, Monday through Friday schedule.
- Requires some travel both locally and out of town.
- Ability to operate basic office equipment and standard business software.
- Requires sufficient physical capacity to service indoor and outdoor events and activities including ability to lift 35 pounds.



# Requirements & Qualifications

## Qualities Required:

To perform the job successfully, an individual should demonstrate the following leadership attributes:

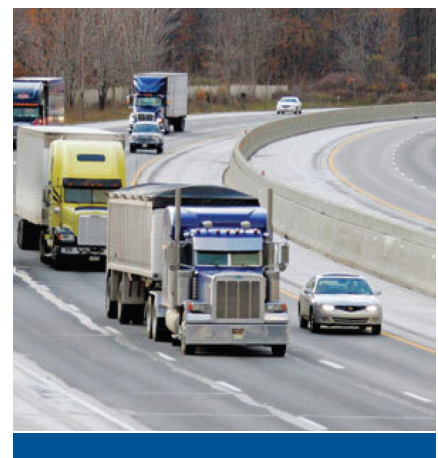
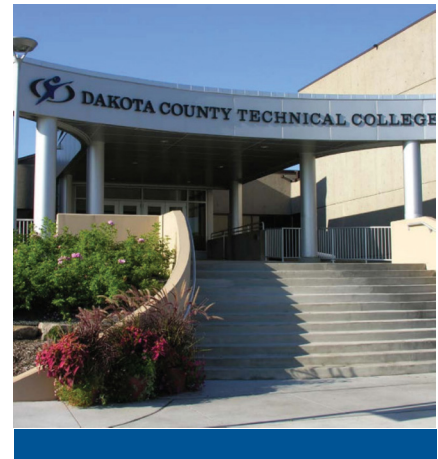
- Communication – Speaks clearly, articulately and concisely. Is readily understood by others.
- Confident – Approach to new, unfamiliar and difficult situations reveals self-assurance and realistic confidence.
- Politically Astute – Is shrewd in discerning sources of power and ways of dealing with them.

Secondary attributes include being credible, organized, and results oriented.

Additionally, it is essential that the DCR Chamber's next President possess the following occupational skills:

- Communication Skills – The ability to listen, write and speak effectively.
- Chamber Industry Knowledge – Possesses knowledge to access resources, networks and trends that fuel progressive leadership.
- Organizational Management – Ensure the effective development, coordination, supervision and implementation of all chamber programs, activities and goals as established by the Board of Directors. Assist Board of Directors in developing annual and long-term program of work.

Secondary skills should include economic development, financial management, public relations, sales/membership building, and public policy knowledge.



## SALARY

Salary is commensurate with experience. The Chamber strives to provide compensation at market rates when compared to like organizations.

## HEALTH CARE INSURANCE

Full time employees are eligible to participate in the Chamber's health insurance plan. Annually, the Chamber shall set a monthly maximum dollar amount to allocate toward an employee's premium expense. Dependents are eligible to apply through the employee's individual plan and pay their individual costs through employee payroll deductions.

## HOLIDAYS

Full time employees will be paid for each of the seven (7) holidays listed below: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, day after Thanksgiving and Christmas Day. The Chamber will also close at 12:00 noon on Christmas Eve Day, Good Friday and New Year's Eve Day.

## PAID TIME OFF (PTO)

Paid Time Off is based on full time employment. This policy is in lieu of a Bereavement Policy and Emergency Leave Policy and is a supplement to the recognized Paid Holidays Policy.

## RETIREMENT PLAN

The Chamber offers to all eligible employees the opportunity to participate in the Chamber's Retirement Plan. Newly hired employees may participate after meeting the requirements and guidelines based on the Chamber's plan. Retirement contributions may be made by the employee and the employer within the limitations of the plan. No obligation is set forth to make this contribution and is the sole discretion of management considered annually. Consideration of this benefit is an employer match of up to three percent (3%).

## BONUS

The Chamber's bonus plan is based on individual and mutually agreed upon performance goals and is paid at the end of each fiscal year depending on performance.

Additional benefits provided to the President:

- Membership in area service clubs applicable to the work of the Chamber
- Mileage and other expense reimbursement for business purposes







## DAKOTA COUNTY

Dakota County is 593 square miles in area and has a population of approximately 400,000. Situated in the southeast corner of the Twin Cities Metropolitan area, it is the third most populous county in the state of Minnesota.

Dakota County maintains a land use mixture of 1/3 urban, 1/3 suburban, and 1/3 rural. This combination of land use and the confluence of two major rivers (the Mississippi and Minnesota) that form the county's northern and eastern borders makes Dakota County a unique geographic area.

Founded in 1849, Dakota County was one of the original nine counties created by the Minnesota Territory Legislature. Thus, it was established before Minnesota was considered a state. The County seat moved to Hastings in 1857, where it has remained.

Between 1990 and 2000, Dakota County's population grew by nearly 30 percent.

In recent years, second and third ring communities in Dakota County (Burnsville, Eagan, Inver Grove Heights, Apple Valley, Farmington, Lakeville and Rosemount) have dramatically increased in population as development continues to move outwards from the urban core of Minneapolis and St. Paul, into suburban municipalities.

Dakota County offers the lowest per capita property taxes in the Twin Cities metro region.

Twin Cities Orthopedics Performance Center, the future home of the Minnesota Vikings, is on track for a March 2018 open. Outside of the 40-acre campus serving as the Vikings headquarters and practice facility, the additional 160 acres will serve the community through mix-use development for residential, retail, restaurant, and hotel/conference center spaces that should transpire over the next 10-15 years.



## EAGAN: A COMMUNITY OF EXCELLENCE

Eagan has a highly educated workforce, quality infrastructure and excellent city services. It's known for its low taxes and great quality of life. The city is business friendly and provides an ideal atmosphere for industry and commerce. Eagan was named 5th among the 50 best cities to live in 2015 according to USA TODAY and 24/7 Wall Street. It's also the only Minnesota city named five successive times to MONEY magazine's Top 20 best small cities in America list. With more than 49,000 jobs locally, Eagan is a Twin Cities regional jobs center.

Major companies include Thomson Reuters, Blue Cross Blue Shield of Minnesota, Ecolab and Prime Therapeutics. The city enjoys among the highest growth rates in desirable "knowledge worker" jobs in the professional, scientific and technical occupations. DataBank opened a major new data center in 2015, co-locating a variety of telecommunications and network service providers and tied into a 17-mile business fiber network known as AccessEagan. Twin Cities Premium Outlets, with more than 100 retail shops, opened in 2014. Eagan is also home to the managers of the Midwest power grid and major postal and package sorting operations for the U.S. Post Office and the United Parcel Service.

Eagan enjoys among the lowest overall property taxes of any major Minnesota city and nearly 9 out of 10 businesses rate the quality of city services as excellent or good. The city's lush wooded areas and rolling hills surround 350 lakes and ponds and nearly 130 miles of walking trails. Eagan offers a strong variety of residential housing for all generations and lifestyles. 96% of residents polled in 2014 rate the quality of life as excellent or good. Outstanding ratings of city services led an independent research firm to conclude, Eagan "is the crown jewel in the metro area."

Today, Eagan's population of nearly 67,000 residents makes it the 9th largest city in Minnesota. An equal distance from both Minneapolis and Saint Paul with multiple, efficient, freeway systems, and the Red Line Bus Rapid Transit system, Eagan's picturesque location is only minutes away from the cultural and entertainment options including nationally known theaters and symphonies, famous museums, major league sports, and zoos. Eagan is only seven minutes from the Minneapolis/Saint Paul International Airport and the Mall of America.

Eagan students attend K-12 schools nationally recognized for excellence. Residents also have access to nearby community colleges, vocational-technical schools, and for profit colleges like Argosy University, Rasmussen, and 19 four-year colleges in the metropolitan area, including the University of Minnesota.

Bordered by the historic Minnesota River, Eagan contains over 1,000 acres of the Minnesota Valley Wildlife Refuge and 1,500 acres of the county's Lebanon Hills Regional Park with swimming, fishing, boating, hiking, horse trails and picnic grounds. There are also 55 municipal parks with amenities like ice rinks, ball fields, tennis courts and play equipment. The city built a 70,000 square foot community center with a band shell, pavilion and walking trails set in a 60-acre park. Eagan's popular summer Market Fest farmer's markets and music series attract thousands of people. Inside the community center are first-rate banquet and meeting rooms along with the Blast Indoor Playground and a fitness center. Eagan offers two sheets of ice in its indoor ice arena and during the summer Cascade Bay, according to WCCO-TV, remains the viewer's choice for the best outdoor waterpark in Minnesota.





## FARMINGTON: A PROUD PAST; A PROMISING FUTURE

Located in western Dakota County roughly 30 minutes south of the Minneapolis-Saint Paul International Airport and the Mall of America. Farmington is a growing community that offers home-town charm with unique suburban city offerings. Farmington has a vibrant business community, which incorporates the contrast of new commercial development with a well-established traditional downtown. In addition, the city's industrial and business parks offer opportunities for a wide array of uses and companies of all sizes.

With the presence of the Vermillion River, the existence of working farms and the city's extensive park and trail systems, the community has an abundance of natural resources.

Farmington currently has an estimated population of 22,386 and boasts an above average median household income. With a median age of 33.1, Farmington is demographically the youngest community in Dakota County. City leaders have identified economic development and fiscal excellence as top priorities.

Farmington is home to the Air Traffic Control Center, employing hundreds in the management of the upper Midwest's air traffic system.

## LILYDALE

Rich in history and community pride, Lilydale, a unique little gem of a town, has the feel of both country and city. With its vibrant business community consisting primarily of small retail businesses and restaurants, it stands out for other reasons as well. Lying along a sliver of land in Northern Dakota County between Highway 13 (also called Sibley Memorial Hwy.) and the Mississippi River, it lies totally within a national park, the Mississippi National River and Recreation Area. Flanked on the south side by the river, it is adjacent to St. Paul, Mendota Heights and Mendota.

Living in Lilydale it's easy to forget you're just minutes from Minneapolis with both Hwy. 13 and I 35-E providing quick access. Because our little city lies in a geological region of a river gorge, we have many vantage points for viewing the river. The bluff tops, where most of Lilydale's population of 700 live, are built primarily with condominiums, townhomes, and apartments. Many of the residents who settle here are retired and love the views of the river with the eagles, seagulls, the river barges and paddle wheelers going by and the many recreation opportunities. In the part of Lilydale that lies at the foot of the bluffs, we have parks and trails, the most famous of which are Lilydale Regional Park and the Big Rivers Regional Trail which connects to Ft. Snelling Regional State Park, and Lilydale Regional Park, Harriet Island Regional Park and downtown St. Paul.





## MENDOTA

At the confluence of the Minnesota and Mississippi rivers, Mendota takes its name from the Dakota word meaning “meeting of the waters.” Mendota was a trading-post village and the center of Red River fur trade in the 1830s. Sibley House Museum was the first stone house in Minnesota and was built in 1835 by Henry Sibley, a pioneer fur trader and the first governor of Minnesota. Faribault House, located next door, also has been restored; guided tours of both houses are available.

## MENDOTA HEIGHTS: A COMMUNITY OF QUALITY

Mendota Heights is one of the Twin Cities premier suburbs, offering high quality residential and business areas. Per capita incomes and average property values are among the highest in the area, but homes in more moderate price brackets are also available. While the emphasis has been on maintaining large lots and spacious development, the community is also unique in its convenient location and highway access.

Both I-35E and I-494 traverse the city. Major employment centers such as downtown Minneapolis, downtown St. Paul, Bloomington Mall of America and MSP International Airport are just minutes away. At the same time, the Minnesota and Mississippi rivers form a natural green belt around the community, enabling it to maintain a quiet, private way of life.

Citizens place a high emphasis on parks, open space and recreation areas. The city expanded the parks system as the result of approval of a parks bond referendum in 1989. The city has acquired key open space parcels in recent years. Excellent public and private schools and a well-educated populace complement the traditional but progressive character of the city.

The city welcomes high quality business development and approximately 25 percent of the land has been reserved for that purpose. Mendota Heights has 11,071 residents, in 4,378 households. Most of the land in the community is now platted; there is still construction activity in new construction and redevelopment. Estimated market value for all property is \$1.7 billion.



## ROSEMOUNT: SPIRIT OF PRIDE AND PROGRESS

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The City of Rosemount is on the southern edge of the Twin Cities Metropolitan area. With a population of about 23,000, Rosemount residents enjoy the advantages of living in a community with both a small town and a large metropolitan city atmosphere. Unusual for a city of its population, Rosemount combines industry, agriculture and agricultural research with a rapidly growing residential community providing an excellent environment in which to live and work.

The western part of Rosemount exhibits a dynamic, expanding residential community with an established commercial center at its heart in the process of revitalization. Multiple housing options include single family homes, town homes, condominiums, affordable housing and four housing developments designed for seniors – consistent with the City's lifecycle housing goals.

A strong, united business community has been achieved in Rosemount through the activity and cooperation of local businesses, the city, the chamber of commerce and other civic organizations. Approximately 2,000 acres of industrial and commercial zoned land have been reserved for development in Rosemount, generally located north of County Road 42 and east of Akron Avenue.

Currently, in the Akron Avenue neighborhood residential growth is occurring with 50 acres available for future commercial development. Downtown redevelopment continues to be a goal of the City with the Robert Trail library and Waterford Commons; a mixed use development project completed in 2009, and the Steeple Center also renovated in 2009 and expanded in 2015. The City partnered on construction of a private senior housing project and public activity center on property adjoining the Steeple Center called The Rosemount.

Rosemount is home to nearly one-half of the UMore Park Research Facility, owned by the University of Minnesota. The University's Regents have approved a long-term plan

to develop the property as a residential, light industrial, and commercial over the next 30 years. The area, if developed as planned, would increase the city's population, adding over 20,000 more residents to the community.

Education is a priority in Rosemount. Award-winning public and private schools provide children and adults with superb educational opportunities. A major portion of the city is part of Independent School District #196. Dakota County Technical College (DCTC), one of the largest technical colleges in the state, is yet another source of education in Rosemount.

Rosemount is unique in that the eastern third of the City is largely heavy industry with businesses including Flint Hills Resources, SKB Environmental, Inc., Spectro Alloys, Endres Processing, Hawkins Chemical, Feed Products, CF Industries, Bay & Bay Transfer, Wayne Transports, and Cenex Harvest States. The western third of the City includes such businesses as El Dorado, Independent School District 196 Administration, and the regional base for the National Guard. The City's 300-acre business park includes Proto Labs, Sweet Harvest, and Akona. The state in 2009 declared sites in the Rosemount Business Park "shovel ready" for quick development.

Community leadership has preserved 532 beautiful acres of land for 29 parks. Bordered by the scenic Mississippi river, Rosemount also contains 270 acres of the Spring Lake Regional Park Reserve. The City opened a soccer/lacrosse complex in 2013. Among the community celebrations each year are Leprechaun Days in late July and the Haunted Woods Trail before Halloween.

Just 15 miles south of the Twin Cities and the MSP International Airport, Rosemount is a close knit community in touch with the urban environment. For these and many other reasons, Money magazine picked Rosemount in 2015 as the 12th Best Place to Live and 4th Best Place to be a Kid in its annual national rankings.



## SUNFISH LAKE

Sunfish Lake is a small residential community  
- area 1.7 square miles, population 525 (est.)  
- located 5 miles due south of St. Paul. With the exception of four churches, the entire city is zoned single-family residential. There is no commercial development.

First incorporated as a village in 1958, the consistent goal of city government has been to maintain a rural atmosphere, with large lot size and as little disturbance of the natural environment as possible. For new construction, the minimum lot size is 2.5 acres of buildable land. Most of the city is heavily wooded, on moraine topography with many slopes and wetlands and three small private lakes.

City government is disarmingly simple - there are no city employees and no direct city services. The only city properties are a parcel donated for a city hall (for which there is no need); undeveloped Harmon park; and the recent extremely generous gift of 22 acres of parkland donated by the late Betty Musser. The latter will be kept in its natural state in perpetuity through a conservation easement with the Minnesota Land Trust. An array of consultants provides the necessary professional services.

Contractual arrangements with neighboring cities cover police and fire protection. Roads are maintained by independent contractors. All but a few properties have water wells and individual septic systems.

Although surrounding communities are undergoing intense development, the Metropolitan Council has approved our Comprehensive Plan of maintaining this island of green space, hopefully in perpetuity.



## WEST ST. PAUL: CLOSE TO IT ALL

West St. Paul offers a high quality of life and is rich with opportunities for growth and development. The City of West St. Paul is five square miles in size and contains 69.16 miles of city streets.

There are numerous opportunities for an active lifestyle including sports and outdoor activities of all types. West St. Paul has 14 city parks with ample sports fields and nature trails. From soccer and baseball to hiking and biking, the city is relished by everyone from children to senior citizens. West St. Paul has two golf courses; one public and one private. West St. Paul is also home to Dodge Nature Center, one of the nation's leading environmental learning education establishments.

West St. Paul serves those who wish to be active year-round with a 110,000 square foot sports dome adjacent to City Hall. The Regional Athletic Center (RAC) will draw users regionally by providing indoor facilities for a variety of athletic activities including: soccer, football, lacrosse, softball, baseball, volleyball, rugby, dodge-ball and ultimate frisbee. The RAC also includes a walking track that has become extremely popular with city residents.

Whether looking for a quality public or private school experience, West St. Paul has superior options from which to choose. West St. Paul's close proximity to both Twin Cities' downtown areas offers great opportunities to those seeking higher education. The University of Minnesota is among a number of colleges, universities and vocational/technical schools that are only a short distance from West St. Paul.





Robert Street, West St. Paul's main thoroughfare, is currently being reconstructed. The project includes new pavement and curbing, a center landscaped median, sidewalk and pedestrian improvements, new lighting, as well as new utility and storm water infrastructure. The City of West St. Paul received a federal grant in 2009 of approximately \$7 million to reconstruct the 2.5 mile corridor. In cooperation with a variety of entities including MnDOT, Dakota County, St. Paul Regional Water, the City of St. Paul and the City of Inver Grove Heights; the City of West St. Paul has coordinated and led the project.

The professional and business climate in West St. Paul is thriving. There are over 600 businesses and a light industrial park located within the city providing excellent products and services ranging from manufacturing to retail. An average of 29,000 cars per day travel along Robert Street's commercial/retail district providing many opportunities for retail development. West St. Paul is home to both national retailers and smaller, owner-operated businesses including medical services, automotive services and financial services. The business community has a strong history of community support and involvement.

In recent years, West St. Paul has seen phenomenal growth in the area of economic development. New or expanded businesses include: Super Target, Walmart, Menards, Lowes, Applebee's, Chick fil a, Caribou, Starbucks, Panera Bread, Panda Express, Hobby Lobby and LA Fitness. The City's Economic Development Authority (EDA) has recently purchased and demolished fifteen vacant/foreclosed/blighted houses and one commercial building for the purpose of selling the lots to housing developers to build new homes.





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